The General Administration Department, A.P.Secretariat, IGC, Velagapudi desires to install Two (2) Nos. of Photocopier-cum-Xerox Machines, on hire basis & without man-power, for the period of One year, in the General Administration (COI / SC Wing) Department, Interim Government Complex, A.P.Secretariat, Velagapudi, Guntur District.

2) The interested firms registered in Andhra Pradesh State are requested to submit their SEALED quotations, as per the terms and conditions shown below, in the name of the Joint Secretary to Government (General), General Administration (OM-I) Department, A.P.Secretariat, IGC, Velagapudi, Guntur District:-

a) The service provider quote the price per each copy.
b) The service provider/agency has to provide the service of photocopying work by providing latest Photocopier-cum-Xerox Machine.
c) The remuneration will be paid basis on per each copy, based on meter reading.
d) No deposit / advance will be paid by the Government for the Photocopier-cum-Xerox Machine installed and other charges on consumables like Toner, etc.
e) Service charges, spares cost, etc., will be borne by the service provider/agency.
f) Space for installing the Photocopier-cum-Xerox Machine shall be arranged by the General Administration (OM-I) Department and Electricity Consumption Charges will be borne by the General Administration Department.
g) The Xerox Paper shall be provided by the Agency.
h) The Service Provider/agency should furnish the bill based on the meter reading.
i) Last Date for submission of Quotations 11-09-2019.

K. Padma
SECTION OFFICER